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Industrial Development Board
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Item 9 of the provisional agenda

ADMINISTRATIVE MATTERS

Personnel matters

Report by the Director-General

Provides information on a range of personnel-related issues, including developments in the common system, matters related to the staff rules and gender issues in the Secretariat, as called for in decision IDB.21/Dec.11

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Introduction

1. The present document provides information on common system developments and consequent amendments to schedules of the staff regulations, matters related to the staff rules and amendments thereto, representation of the UNIDO governing body on the Staff Pension Committee, and information pursuant to decision IDB.21/Dec.11 related to developments on the situation of women in the Secretariat and the geographical distribution of staff.

I. COMMON SYSTEM DEVELOPMENTS

2. At its fifty-fourth session the General Assembly adopted resolution 54/238 on the United Nations common system. In considering the item, the Assembly reaffirmed its commitment to a single, unified United Nations common system as the cornerstone for the regulation and coordination of conditions of service and reaffirmed the central role of the International Civil Service Commission (ICSC) in this respect. Furthermore, the Assembly expressed its conviction that the common system constitutes the best instrument to secure staff of the highest standards of efficiency, competence and integrity for the international civil service as stipulated in the Charter of the United Nations.

3. As provided in Article 11.5 of the UNIDO Constitution, "The conditions of service of staff shall conform as far as possible to those of the United Nations common system". In accordance with that principle, staff regulation 13.3 provides that the Director-General is authorized, within the budgetary level approved by the General Conference, to make appropriate amendments to the schedules and annexes to the staff regulations so as to bring them into conformity with any relevant decisions that may be taken by the General Assembly of the United Nations on the recommendation of ICSC.

Salary scales for the Professional and higher categories

4. In resolution 54/238 the General Assembly recalled section I.H. of resolution 44/198, by which it established a floor net salary level for staff in the Professional and higher categories by reference to the corresponding net salary levels of officials in comparable positions serving at the base city of the comparator civil service (the federal civil service of the United States of America). The Assembly approved effective 1 March 2000 a revised scale of gross and net salaries for the Professional and higher categories and revised rates of staff assessment. The base scale reflects an increase of 3.42 per cent which, according to standard procedures, is accompanied by a consequential equivalent downward adjustment in the post adjustment multipliers effective 1 March 2000 in line with the "no gain, no loss" principle. The revision will, however, entail an increase in certain separation payments such as repatriation grant and the mobility and hardship allowances paid to eligible staff as the base salary scale is used to determine these payments.

Staff assessment rates

5. In resolution 54/238, the General Assembly approved simplified staff assessment rates in conjunction with the base/floor salary scale.

Amendments to schedules I and III of the staff regulations

6. The revised salary and staff assessment rates are contained in annexes I and II to the present document.

II. MATTERS RELATED TO THE STAFF RULES

7. Staff rules 104.08, 106.02 and appendix M to the staff rules were amended to reflect the terminology applicable to the new staff performance appraisal system promulgated by Director-General's Administrative Instruction No. 10, annex IV, dated 8 April 1999. The applicable texts are shown in annex III to the present document. Deletions are contained in square brackets and amendments are underlined.

8. Staff rule 103.10 was amended to reflect the provisions of the new staff career development system reported in document IDB.21/16. The revised and previous rule 103.10 are contained in annex IV to the present document.

9. In line with policies adopted by other organizations of the United Nations common system in the context of work/family related measures existing provisions in the staff rules relating to leave of absence from work may now be used to enable staff members to attend to special family circumstances such as child birth or adoption and family-related emergencies such as sickness, injury or death of immediate family members (spouse, child, parent, brother or sister only). The amendments to staff rules 108.03 and 108.04 to reflect this new policy are shown in annex V to the present document.

10. Appendix A to the staff rules. Staff regulation 6.5 (a) provides that "The Director-General shall fix the salary scales for staff in the General Service and related categories, normally on the basis of the best prevailing conditions of employment in the locality, taking into account the recommendations of the International Civil Service Commission". Based on the approved ICSC methodology, which takes account of changes in the consumer price and wage indices over a period of 12 months, and in consultation with the other Vienna-based organizations, the Director-General implemented an interim adjustment of the salary scales for General Service staff in Vienna of 0.63 per cent effective 1 April 1999. This applies to a limited number of staff recruited on or after 1 October 1996. The revised scale is contained in annex VI to the present document.

11. In accordance with article 54 (b) of the regulations of the United Nations Joint Staff Pension Fund, the scale of pensionable remuneration should be adjusted on the same date as the net remuneration amounts of officials in the Professional and higher categories in New York. The ICSC promulgated a revised scale of pensionable remuneration for the staff in the categories mentioned above effective 1 November 1999. The revised appendix C to the staff rules is contained in annex VII to the present document.

Financial implications

12. The financial implications of the adjustments related to the revised salary and pensionable remuneration scales and the General Service interim adjustment amount to $402,000 until the end of the current biennium and can be absorbed within the staff cost allocations contained in the programme and budgets, 2000-2001.

III. REPRESENTATION OF THE UNIDO GOVERNING BODY ON THE UNIDO STAFF PENSION COMMITTEE

13. The UNIDO Staff Pension Committee established by the General Conference (GC.1/Dec.37) held five meetings in the course of 1999.

14. The following representatives of the General Conference, who, by decision GC.8/Dec.19 of 3 December 1999, were elected for the biennium 2000-2001, presently hold office for a term ending 31 December 2001:

Members:	Mr. Enno Drofenik (Austria)
	Ms. Caroline Ziadé (Lebanon)
Alternate members:	Mr. José Jorge Alcazar Almeida (Brazil)
	Mr. Attila Zsigmond (Hungary)

15. Subsequently, Mr. Alcazar Almeida was assigned to Lebanon and thus the post of one alternate member is vacant. In this connection it is recalled that in subparagraph (b) of decision GC.8/Dec.19 the General Conference "authorized the Industrial Development Board to proceed with the election for any of the above-mentioned posts that might become vacant before the General Conference holds its ninth session".

16. The Board is called upon to elect a new alternate member to the Staff Pension Committee for the remainder of the term ending December 2001.

IV. INFORMATION PURSUANT TO DECISION IDB.21/DEC.11

Geographical distribution of staff as of 29 February 2000

17. By decision IDB.21/Dec.11, the Board referred, *inter alia*, to paragraph 5, Article 11 of the UNIDO Constitution which provides, *inter alia*, that "The paramount consideration in the employment of the staff and in determining the conditions of service shall be the

necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting staff on a wide and equitable geographical basis". Table 1 shows the geographical distribution of staff as of 29 February 2000.

Women in the Secretariat

18. The Board, in decision IDB.21/Dec.11, appreciated that measures were being initiated to address the low representation of women in the Secretariat at the decision-making level. In 1999, UNIDO appointed one female internal candidate to a D-1 position and a female external candidate at the D-1 level is currently under recruitment. This latter appointment is not reflected in table 2 showing the geographical distribution as of 29 February 2000.

19. A combination of affirmative actions were introduced during the period under review to address the low representation of women in the Secretariat, particularly at the decision-making level. These included a special review of serving woman Professionals as a first step in filling any vacancy, especially those at the senior decision-making levels. Special attention was also given to the inclusion of sufficient female candidates on the short list for each vacancy, and managers were required to formally justify non-selection of female candidates. In case of equally qualified candidates, the gender consideration was decisive.

20. The above measures have so far proven quite successful. Of the 13 posts opened for recruitment in March 1999, the selection has now been completed for 11. For four of these, or 36 per cent of the posts, women were selected. This was a positive step forward, as during the last five years the average recruitment of women was only 25 per cent. These vacancies included four posts at the D-1 level, for two of which the selection process has now been completed. Of the women selected for these Directors' positions, one was from inside the Secretariat and the other is from an under-represented country. Her appointment will result in bringing her country of nationality within the desirable range.

21. The relatively high proportion of women selected so far has to be seen in light of the modest number of applications received from women for the above vacancies, despite the special encouragement included in each vacancy notice for women to apply. From a total of almost 3,000 applications, only 15.3 per cent were from women. Particularly for more technical posts, applications from women are rare. The filling of the vacancies in the technical divisions will, therefore, present a special challenge (see table 6 and figure 1). Another 14 vacancy announcements were issued in November 1999 for which only slightly more women applied. Of the 1,220 applications, 201 were from women, representing 16.5 per cent of total applications received. Adequate consideration will be given to the need for recruiting women to professional positions, keeping in view the consideration of efficiency and merit.

22. During 1999 an unusually high number of women Professional staff separated from the Secretariat. While in total numbers, more men (15) left UNIDO, they represented only 8 per cent of male Professionals. The nine women who left the Organization, on the other hand, represented as much as 17 per cent of UNIDO's female Professional staff (see table 7). The resulting distribution of men and women in Professional posts is reflected in tables 1, 2 and 3.

23. The Organization will continue to make efforts to further improve the representation of women at the decision-making levels.

V. ACTION REQUIRED OF THE BOARD

24. The Board may wish to consider the adoption of the following draft decision:

"The Industrial Development Board:

"(a) Takes note of the information contained in document IDB.22/5;

"(b) Notes the amendments made in pursuance of staff regulation 13.3 to schedules I and III to the staff regulations in order to bring them into conformity with the decisions of the General Assembly set out in resolution 54/238;

"(c) Also notes the amendments to the staff rules and appendices thereof reported under chapter II of document IDB.22/5;

"(d) In accordance with General Conference decision GC.8/Dec.19 (b) elects: ..... (... country ...) as an alternate member to fill the vacant post of the UNIDO Staff Pension Committee for the remainder of the term ending December 2001."

Table 1
Geographical distribution of staff
as of 29 February 2000

Group	Male	Female	Total
A	46	8	54
B	67	28	95
C	16	7	23
D	30	1	31
Non-member States[1]	12	3	15
Undefined[2]	0	0	0
Total	171	47	218

[1] Australia, Canada, United States of America.
[2] Kazakhstan, Tajikstan, Turkmenistan, Uzbekistan.

Table 2
Composition of Professional staff subject to geographical distribution, by gender, 1994-2000[1]
(Number)

	Male							Female						
Grade	**1994**	**1995**	**1996**	**1997**	**1998**	**1999**	**2000**	**1994**	**1995**	**1996**	**1997**	**1998**	**1999**	**2000**
D2	6	4	4	5	6	5	5	2	2	0	0	0	0	0
D1	22	22	22	24	22	20	20	0	0	0	0	0	1	1
P5	68	73	58	58	49	45	45	10	13	12	13	14	11	11
Subtotal	96	99	84	87	77	70	70	12	15	12	13	14	12	12
Per cent	88.9	86.8	87.5	87	84.6	85.4	85.4	11.1	13.2	12.5	13	15.4	14.6	14.6
P4	95	94	88	89	78	75	76	25	25	21	17	12	11	12
P3	35	37	38	32	25	21	20	22	20	19	25	20	14	14
P2	12	12	10	6	4	5	5	18	19	14	8	8	9	9
Subtotal	142	143	136	127	107	101	101	65	64	54	50	40	34	35
Per cent	68.6	69.1	71.6	71.8	72.8	74.8	74.3	31.4	30.9	28.4	28.2	27.2	25.2	25.7
Total	238	242	220	214	184	171	171	77	79	66	63	54	46	47
Per cent	75.6	75.4	76.9	77.3	77.3	78.8	78.4	24.4	24.6	23.1	22.7	22.7	21.2	21.6

[1] As of 31 December 1994-1999 and 29 February 2000.

Table 3
Composition of UNIDO Professional staff at Headquarters and in the field, by gender, 29 February 2000

Grade	Male	%	Female	%	Total
D-2/L-7	5	100	0	0	5
D-1/L-6	31	97	1	3	32
P-5/L-5	55	81	13	19	68
Subtotal	91	87	14	13	105
National Officers	5	83	1	17	6
P-4/L-4	76	87	11	13	87
P-3/L-3	22	59	15	41	37
P-2/1/L-2/1	12	52	11	48	23
Subtotal	115	75	38	25	153
TOTAL	206	80	52	20	258

Table 4
Placement and promotion of Professional staff, 1 January 1996-29 February 2000

Total Professional staff promoted					Professional staff promoted to P-5 and above				
Female	**%**	**Male**	**%**	**Total**	**Female**	**%**	**Male**	**%**	**Total**
17	30	39	70	56	6	21	22	79	28

Table 4 (a)
External recruitment of Professional staff, 1 January 1999-29 February 2000[1]

Total Professional staff recruited					Professional staff recruited at P-5/L-5 level and above				
Female	**%**	**Male**	**%**	**Total**	**Female**	**%**	**Male**	**%**	**Total**
1	25	3	75	4	0	0	0	0	0

[1] Includes staff under 200 series of staff rules; in addition to the external recruitments, 7 staff members (5 male and 2 female) were selected for vacancies and converted to 100 series of staff rules.

Table 5
Female candidates on roster, 1995-2000[1]
(Per cent)

	1995	1996	1997	1998	1999	2000
Secretariat	22.6	22	22.7	23	30.7	30.7
Technical cooperation	5.3	5.7	5.9	6.5	10.9	11.1

[1] As of 31 December 1995-1999 and 29 February 2000.

Table 6
External vacancy announcements issued, 1 April 1999-29 February 2000

Grade	ODG	IPC	SES	FOA	BMS	Total
D-1	0	0	0	0	0	0
P-5	0	3	3	1	0	7
P-4	0	1	1	1	0	3
P-3	0	6	3	2	0	11
P-2	1	0	0	0	0	1
Total	1	10	7	4	0	22

Table 7
Separations of Professional staff subject to geographical distribution, 1999

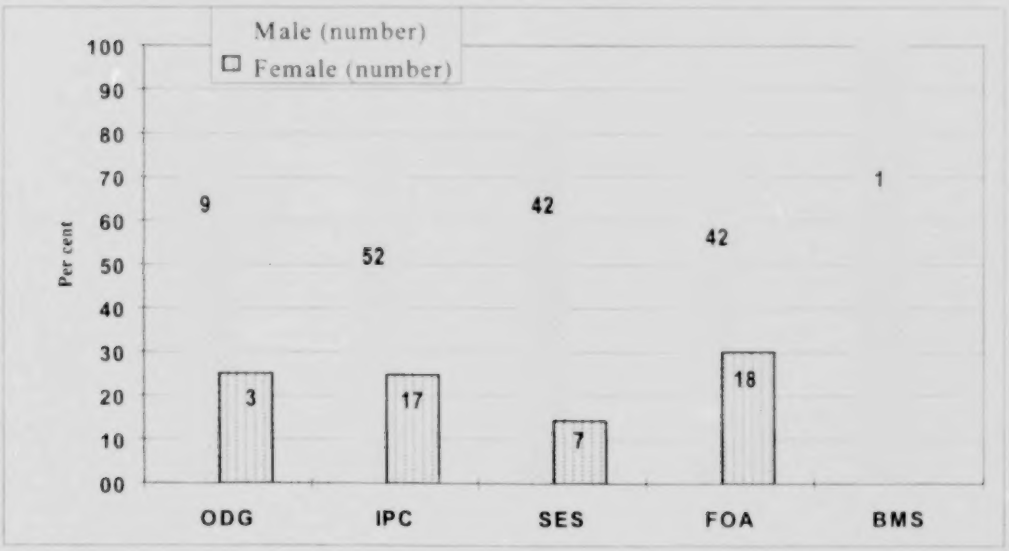
	Male							Female						
	Staff Dec. 1998	Retire-ment	Early retire-ment	Expira-tion	Resig-nation	Other	Total	Staff Dec. 1998	Retire-ment	Early retire-ment	Expira-tion	Resig-nation	Other	Total
D-2	6						0	0						0
D-1	22	1	1				2	0						0
P-5	49	3	1		1	1	6	14		1			1	2
P-4	78	2					2	12					1	1
P-3	25		1	2	2		5	20			1	4	1	6
P-2	4						0	8						0
Total	**184**	**6**	**3**	**2**	**3**	**1**	**15**	**54**	**0**	**1**	**1**	**4**	**3**	**9**
Per cent							**8%**							**17%**

Table 8
Separations of Professional staff subject to geographical distribution 2000

	Male							Female						
	Staff Dec. 1999	Retire-ment	Early retire-ment	Expira-tion	Resig-nation	Other	Total	Staff Dec. 1999	Retire-ment	Early retire-ment	Expira-tion	Resig-nation	Other	Total
D-2	5						0	0						0
D-1	20						0	1						0
P-5	45		1				1	11						0
P-4	75	1					1	11						0
P-3	21	1	1				2	14		1				1
P-2	5						0	9						0
Total	**171**	**2**	**2**	**0**	**0**	**0**	**4**	**46**	**0**	**1**	**0**	**0**	**0**	**1**
Per cent							2%							2%

Figure 1

Status of Professional staff subject to geographical distribution at Headquarters, by division
As of 29 February 2000



Annex I

SCHEDULE I

SALARY SCALES FOR THE PROFESSIONAL AND HIGHER CATEGORIES
SHOWING ANNUAL GROSS SALARIES AND THE NET EQUIVALENTS
AFTER APPLICATION OF STAFF ASSESSMENT
(United States dollars)

Effective 1 March 2000

	STEPS													
LEVEL	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Director															
D-2 Gross	117 550	120 165	122 777	125 389	128 002	130 615									
Net D	83 081	84 702	86 322	87 941	89 561	91 181									
Net S	76 325	77 683	79 041	80 398	81 756	83 113									
Principal Officer															
D-1 Gross	103 763	106 000	108 239	110 471	112 710	114 947	117 185	119 423	121 658						
Net D	74 533	75 920	77 308	78 692	80 080	81 467	82 855	84 242	85 628						
Net S	68 893	70 112	71 329	72 545	73 763	74 972	76 135	77 297	78 459						
Senior Officer															
P-5 Gross	91 215	93 239	95 265	97 289	99 313	101 335	103 361	105 385	107 408	109 434	111 458	113 481	115 505		
Net D	66 753	68 008	69 264	70 519	71 774	73 028	74 284	75 539	76 793	78 049	79 304	80 558	81 813		
Net S	62 914	63 164	64 267	65 370	66 471	67 572	68 674	69 776	70 878	71 980	73 082	74 183	75 262		
First Officer															
P-4 Gross	75 424	77 282	79 135	80 986	82 844	84 697	86 552	88 406	90 279	92 252	94 224	96 202	98 174	100 148	102 124
Net D	56 380	57 606	58 829	60 051	61 277	62 500	63 724	64 948	66 173	67 396	68 619	69 845	71 068	72 292	73 517
Net S	52 503	53 629	54 751	55 872	56 996	58 116	59 238	60 360	61 481	62 603	63 701	64 778	65 852	66 926	68 002
Second Officer															
P-3 Gross	61 730	63 473	65 217	66 956	68 700	70 441	72 182	73 926	75 668	77 411	79 153	80 894	82 636	84 377	86 121
Net D	47 342	48 492	49 643	50 791	51 942	53 091	54 240	55 391	56 541	57 691	58 841	59 990	61 140	62 289	63 440
Net S	44 191	45 248	46 307	47 364	48 422	49 479	50 536	51 594	52 650	53 708	54 762	55 816	56 870	57 923	58 977
Associate Officer															
P-2 Gross	50 349	51 779	53 206	54 635	56 063	57 490	58 919	60 377	61 938	63 495	65 052	66 612			
Net D	39 251	40 281	41 308	42 337	43 365	44 393	45 422	46 449	47 479	48 507	49 534	50 564			
Net S	36 815	37 749	38 680	39 612	40 543	41 477	42 424	43 368	44 317	45 263	46 208	47 155			
Assistant Officer															
P-1 Gross	38 988	40 363	41 735	43 108	44 479	45 851	47 226	48 599	49 969	51 343					
Net D	31 071	32 061	33 049	34 038	35 025	36 013	37 003	37 991	38 978	39 967					
Net S	29 310	30 221	31 131	32 043	32 953	33 863	34 775	35 674	36 568	37 465					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

Annex II

SCHEDULE III

Assessment (*continued*)
(in percentages)

Staff assessment rates used in conjunction with gross base salaries and the gross amounts of separation payments

A. Staff assessment rates for those with dependants

Total assessable payments (US dollars)	Staff member with a dependent spouse or a dependent child (per cent)
First $30,000 per year	18
Next $30,000 per year	28
Next $30,000 per year	34
Remaining assessable payments	38

B. Staff assessment of those without dependants

Staff assessment amounts for those with neither a dependent spouse nor a dependent child would be equal to the differences between the gross salaries at different grades and steps and the corresponding net salaries at the single rate.

(ii) The assessment shall be calculated at the following rates for staff whose salary rates are established under regulation 6.5 (a) of the present regulations:

Total assessable payments (US dollars)	Assessment (per cent)
Up to $20,000 per year	19
$20,001 to $40,000 per year	23
$40,001 to $60,000 per year	26
$60,001 and above per year	31

(iii) The Director-General shall determine which of the scales of assessment set out in (I) and (ii) above shall apply to staff whose salary rates are established under regulation 6.4 or 6.6 of the present regulations.

Annex III

Rule 104.08

SERVICE AND CONDUCT REPORTS

(a) The service and conduct of a staff member shall be the subject of appraisals [reports] made from time to time by the staff member's supervisors as described in appendix M to the Staff Rules. Such appraisals [reports] shall be shown to the staff member and, subject to his or her right of rebuttal in accordance with the provisions set forth in Appendix M to the Staff Rules, shall form a part of his or her permanent cumulative record.

(b) The performance appraisal [report] shall serve to ensure that the staff member's assigned work is effectively and efficiently carried out and also to provide a basis for career counselling for the staff member.

Rule 106.02

CONDITIONS FOR SALARY INCREMENTS

(a) Satisfactory service for the purpose of awarding a salary increment shall be defined, unless otherwise decided by the Director-General in any particular case, as satisfactory performance and conduct of staff members in their assignments as evaluated by their supervisors in the most recent annual staff performance appraisal [report].

(b) Salary increments shall be effective on the first day of the pay period in which the service requirements are completed, provided that such increments shall not be effective earlier than the first day of the pay period in which a staff member returns to pay status from a period of leave without pay. No increment shall be paid in the case of a staff member whose services cease during the month in which the increment would otherwise have been due.

Appendix M

STAFF PERFORMANCE APPRAISAL [EVALUATION] SYSTEM

(a) As stipulated in staff rule 104.08, the service and conduct of staff members shall be the subject of appraisals [reports] made from time to time by their supervisors.

(b) Performance appraisals [reports] will be made on the following occasions:

(i) After 12 months of probationary service, where applicable;

(ii) On an annual basis.

(c) In addition, unless an appraisal [a report] has been made during the last six months, it will be required on the following occasions:

(i) If the staff member is assigned to another organizational unit within the UNIDO Secretariat, to another duty station or to a mission for a period of six months or longer;

(ii) If the staff member is transferred to another organization of the United Nations common system or separates from service;

(iii) If the immediate supervisor is about to leave on another assignment or to be separated from the Secretariat.

(d) If the staff member, upon receipt of the appraisal, [report] does not agree with its content, he or she may submit, within one month, a statement of explanation. The statement of explanation can relate to any comment or rating in the appraisal [report]; it will be placed on the staff member's Official Status File. It is, however, not a rebuttal.

(e) A rebuttal may be submitted within one month of receipt of the appraisal [report] if the staff member has received and does not agree with [an overall rating] a summary evaluation given in part VI which indicates that the performance [needs improvement (rating D) or is not satisfactory (rating E)] is marginal (rating 2) or is unsatisfactory (rating 1). The rebuttal may cover one or all parts of the appraisal [report].

(f) The rebuttal is a formal procedure of investigation by a panel of three persons selected by the staff member from a list of five persons normally senior in grade to the staff member. The list will be proposed by the appraising officer. Following the investigation the panel will submit its report to the appraising officer, who will record his or her appraisal in writing.

(g) The within-grade salary increment provided for in staff regulation 6.1 and staff rule 106.01 shall be withheld if the [overall rating given in part IV of the staff performance evaluation report] summary evaluation given in part VI of the staff performance appraisal is that the performance [needs improvement (rating D) or is not satisfactory (rating E)] is marginal (rating 2) or unsatisfactory (rating 1).

(h) Special reports shall be made by the head of the division in the form of a memorandum relating directly to the facts requiring the action when:

(i) Events warranting the withholding of the salary increment occur subsequent to the most recent performance appraisal [evaluation] which would otherwise have served as the basis for the salary increment;

(ii) There is a recommendation for termination of appointment for unsatisfactory service.

(i) Within one month of receipt of the special report, the staff member may submit a rebuttal, which will also be subject to investigation by a rebuttal panel as referred to in paragraph (f) above.

(j) A staff member may request a special report in respect of any assignment of less than six months in another organizational unit.

Annex IV

New
Rule 103.10

FIXED-TERM APPOINTMENTS

(a) Appointments granted on recruitment for periods of 12 months or more should be fixed-term appointments.

(b) Fixed-term appointments granted to Professional (P-1 to P-5) and General Service staff are normally for an initial period of three years, including a probationary period of 12 months that can in exceptional circumstances be extended for an additional period up to one year.

(c) Fixed-term appointments granted to the Director (and Principal Officer) category are for a maximum period of two years.

(d) Fixed-term appointments do not carry any expectancy of renewal or conversion to another type of appointment. When it is in the interest of the programme activities of the Organization, however, fixed-term appointments can be extended for subsequent fixed-term periods up to three years, not exceeding a total of seven years since the initial appointment of the staff member concerned.

(e) Extensions beyond the maximum of seven years will be considered only upon completion of a review to be done prior to the end of the sixth year of service based on the staffing requirements of the Organization and the performance appraisal reports of the staff member concerned.

(f) Non-extension of fixed-term appointments, both during and at the end of the seven-year period does not entail payment of any indemnity.

(g) The above dispositions apply to all staff recruited on or after 1 January 1999 and to those appointed prior to that date with less than three years of service at the end of their appointment.

(h) Staff members appointed prior to 1 January 1999 having three years or more of service will continue to be governed by the terms of their original fixed-term appointment, which do not include the seven-year limit referred to in subparagraph (d) above.

Probationary period

(i) All initial fixed-term appointments with a duration of three years shall be subject to a period of probationary service covering the first 12 months of the appointment. At the end of the period of probationary service, an assessment will be made of the staff member's performance and conduct with a view to determining the staff member's suitability for continued service under the appointment. On the basis of the assessment, the fixed-term appointment may be confirmed or terminated in accordance with staff regulation 10.3 (d). In exceptional circumstances, the probationary service may be extended for an additional period up to one year.

(j) (i) Recommendations proposing the confirmation of fixed-term appointments with a duration of three years on the grounds that the holder of the appointment has successfully completed the period of probationary service may be made to the Director-General by agreement between the Human Resource Management Branch and the office concerned;

(ii) In the absence of an agreed favourable recommendation as provided in subparagraph (j)(i) above, the appointment of the staff member shall be terminated and the matter shall be referred to the appeal procedures should the staff member concerned so wish.

Old
(Rule 103.10

FIXED-TERM APPOINTMENTS

(a) On recruitment, staff members shall be granted appointments for a fixed term. The fixed-term appointment, having an expiration date specified in the letter of appointment, may be granted for a period not exceeding five years. The fixed-term appointment does not carry any expectancy of renewal or of conversion to another type of appointment.

(b) All initial fixed-term appointments with a duration of two years or longer shall be subject to a period of probationary service covering the first 12 months of the appointment. At the end of the period of probationary service, an assessment will be made of the staff member's performance and conduct with a view to determining the staff member's suitability for continued service under the appointment. On the basis of the assessment, the fixed-term appointment may be confirmed or terminated in accordance with staff regulation 10.3 (d). In exceptional circumstances, the period of probationary service may be extended for an additional period up to one year.

(c) (i) Recommendations proposing the confirmation of fixed-term appointments with a duration of two years or longer on the grounds that the holder of the appointment has successfully completed the period of probationary service may be made to the Director-General by agreement between the Personnel Services and the Division or Office concerned;

(ii) In the absence of an agreed favourable recommendation as provided in subparagraph (c) (i) above, the matter shall be referred to the appropriate appointment and promotion body for review and recommendation to the Director-General.

(d) In the case of a staff member with an initial fixed-term appointment of less than two years, if the appointment has been extended so that the total period exceeds two years, the requirement under subparagraph (c) (i) above shall be deemed to have been met.)

Annex V

Rule 108.03

SICK LEAVE

(a) Staff members who are incapacitated from the performance of their duties by illness or injury or whose attendance is prevented by public health requirements shall be granted sick leave in accordance with the following provisions:

(i) All sick leave must be approved on behalf of the Director-General;

(ii) A staff member holding a fixed-term appointment of less than one year shall be granted sick leave credit at the rate of two working days per month of contractual service;

(iii) A staff member holding a fixed-term appointment of 1 year or longer but less than 3 years shall be granted sick leave of up to 3 months on full salary and 3 months on half salary in any period of 12 consecutive months, provided that the amount of sick leave permitted in any 4 consecutive years shall not exceed 18 months, 9 months on full salary and 9 months on half salary;

(iv) A staff member who holds a permanent appointment, who holds a fixed-term appointment for three years or more or who has completed three years of continuous service shall be granted sick leave of up to nine months on full salary and nine months on half salary in any period of four consecutive years;

(v) Staff members shall be responsible for informing their supervisors as soon as possible of absences due to illness or injury;

(vi) A staff member who is on sick leave for a period of more than three consecutive working days is required to produce a certificate from a duly recognized medical practitioner to the effect that the staff member is unable to perform his or her duties and stating the nature of the illness and the probable duration of incapacity. Such certificate shall, except in circumstances beyond the control of the staff member, be produced not later than the end of the fourth working day following the initial absence from duty of the staff member;

(vii) After a staff member has taken periods of uncertified sick leave totalling seven working days within a calendar year, any further absence from duty within that year shall either be supported by a medical certificate or deducted from annual leave or charged as special leave without pay; part or all of the uncertified sick leave may be used to attend to family related emergencies, i.e. sudden illness or injury of a family member (spouse, child, parent, brother or sister);

(viii) A staff member who, in the opinion of the Medical Officer of the Organization, is unfit for duty may be required at any time to submit a medical certificate as to his or her condition or to undergo examination by a medical practitioner named by the Director-General. Further sick leave may be refused or the unused portion withdrawn, if the Director-General is satisfied that the staff member is able to return to duty, provided that, if the staff member so requests, the matter shall be referred to an independent practitioner or a medical board acceptable to both the Director-General and the staff member;

(ix) A staff member shall not, while on sick leave, leave the area of the duty station without prior approval of the Director-General.

(b) When sickness of more than three consecutive working days occurs within a period of annual leave, including home leave, sick leave may be approved on production of an appropriate medical certificate or other satisfactory evidence. In such circumstances, a staff member should submit his or her request for sick leave

together with the supporting certificate or other evidence as soon as practicable, and in any event immediately on his or her return to duty.

(c) A staff member shall notify the Medical Officer of the Organization immediately of any case of contagious disease occurring in his or her household, or of any quarantine order affecting the household. A staff member who, as a result of these circumstances, is directed not to attend the office shall receive his or her full salary and other emoluments for the period of authorized absence.

(d) On the advice of the Medical Officer of the Organization, the Director-General may require a staff member to absent himself or herself on sick leave in cases referred to in rule 103.13 (c).

(e) Entitlement to sick leave shall lapse on the final date of a staff member's appointment.

Rule 108.04

MATERNITY LEAVE

(a) A staff member shall be entitled to maternity leave in accordance with the following provisions:

(i) The leave shall commence six weeks prior to the anticipated date of birth upon production of a certificate from a duly recognized medical practitioner indicating the anticipated date of birth. However, at the staff member's request and upon production of a certificate from a duly recognized medical practitioner indicating that she is fit to continue to work, the absence may be permitted to commence less than six weeks but normally not less than two weeks before the anticipated date of birth;

(ii) The leave shall extend for a total period of sixteen weeks from the time it is granted. The post-delivery leave shall therefore extend for a period equivalent to sixteen weeks less the period between the commencement of the maternity leave and the actual date of birth, subject to a minimum of ten weeks. However, the staff member, on her request, may be permitted to return to work after the lapse of a minimum period of six weeks following delivery;

(iii) The staff member shall receive maternity leave with full pay for the entire duration of her absence in accordance with (i) and (ii) above. However, if due to a miscalculation on the part of the medical practitioner or midwife as to the date of birth the pre-delivery leave is more than six weeks, the staff member shall receive full pay to the actual date of birth and will be allowed the minimum of ten weeks of post-delivery leave as provided in (ii) above.

(b) Sick leave shall not be granted for the duration of maternity leave except where serious complications arise.

(c) Annual leave shall accrue during the period of maternity leave, provided that the staff member returns to service for at least six months after the completion of maternity leave.

(d) A staff member shall be entitled to time off for two 30-minute periods daily in order to nurse her child for such period as may be authorized.

(e) Where both husband and wife are staff members of UNIDO, an unused portion of maternity leave to which the mother would otherwise have been entitled under paragraph (a) above may be used as paternity leave by the father of the child, up to a maximum period of four weeks.

Annex VI

SALARY SCALES FOR GENERAL SERVICE AND RELATED CATEGORIES

3. General Service category

Showing annual gross, gross pensionable and net salary after application of staff assessment
(in Austrian schillings)

Effective 1 April 1999

	STEPS											
LEVEL	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
G-1 Gross	300 416	310 425	320 434	330 443	340 452	350 461	360 470	370 479	380 488	390 497	400 506	410 516
Gross pens.	297 313	306 828	316 342	325 872	335 882	345 890	355 900	365 909	375 918	385 927	395 937	405 945
Net	240 824	248 531	256 238	263 945	271 652	279 359	287 066	294 773	302 480	310 187	317 894	325 601
G-2 Gross	349 519	361 100	372 681	384 261	395 842	407 422	419 003	430 583	442 164	453 744	465 325	476 974
Gross pens.	344 951	356 531	368 112	379 691	391 272	402 852	414 433	426 013	437 594	449 174	460 755	472 335
Net	278 634	287 551	296 468	305 385	314 302	323 219	332 136	341 053	349 970	358 887	367 804	376 721
G-3 Gross	406 331	419 729	433 126	446 523	459 921	473 318	487 182	501 123	515 064	529 004	542 945	556 885
Gross pens.	401 761	415 159	428 556	441 954	455 352	468 749	482 147	495 544	508 942	522 339	535 737	549 135
Net	322 379	332 695	343 011	353 327	363 643	373 959	384 275	394 591	404 907	415 223	425 539	435 855
G-4 Gross	472 064	488 066	504 196	520 326	536 455	552 585	568 715	584 845	600 974	617 104	633 234	649 364
Gross pens.	467 494	482 995	498 495	513 996	529 496	544 996	560 497	575 997	591 498	606 998	622 499	637 999
Net	372 993	384 929	396 865	408 801	420 737	432 673	444 609	456 545	468 481	480 417	492 353	504 289
G-5 Gross	551 070	569 731	588 392	607 053	625 714	644 374	663 035	681 696	700 357	719 468	739 481	759 494
Gross pens.	543 544	561 478	579 412	597 346	615 280	633 214	651 149	669 809	688 470	707 131	725 793	744 454
Net	431 552	445 361	459 170	472 979	486 788	500 597	514 406	528 215	542 024	555 833	569 642	583 451
G-6 Gross	642 631	664 222	685 812	707 403	730 167	753 322	776 477	799 632	822 787	845 942	869 097	892 252
Gross pens.	631 537	652 333	673 924	695 515	717 105	738 697	760 288	781 879	803 470	825 060	846 652	868 243
Net	499 307	515 284	531 261	547 238	563 215	579 192	595 169	611 146	627 123	643 100	659 077	675 054
G-7 Gross	751 157	777 946	804 736	831 526	858 316	885 106	911 896	938 686	965 475	992 265	1 019 055	1 045 845
Gross pens.	736 677	761 657	786 638	811 618	836 599	861 579	886 559	911 540	936 520	961 501	987 189	1 013 979
Net	577 698	596 183	614 668	633 153	651 638	670 123	688 608	707 093	725 578	744 063	762 548	781 033

Dependency allowances:

Dependent spouse	AS 5,280
Dependent child under 10	AS 25,717
10 and over	AS 28,717
19 and over	AS 32,317
legally separated parent	AS 5,479
Secondary dependant	AS 2,400

The secondary dependant allowance for a dependent parent, brother or sister was abolished as of 1 July 1981. Payment will be maintained, however, for staff members already in receipt of this allowance prior to 1 July 1981 who are otherwise eligible.

Language allowance: First additional language—AS 16,551 per year net; second additional language—AS 8,276 (to be included in pensionable remuneration).
Additional allowance for first child of single, widowed, divorced or

Increments: Salary increments within the levels shall be awarded annually, on the basis of satisfactory service.

Non-resident's allowance: AS 26,088 per year net (to be included in pensionable remuneration) for eligible staff appointed prior to 1 September 1983 and nil thereafter for staff serving in Vienna.

* Long-service step

The qualifying criteria for in-grade increase from step XI to step XII are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and five years of service at step XI of the current grade;

(b) The staff member's service should have been satisfactory.

Annex VII

Appendix C

SCALE OF PENSIONABLE REMUNERATION FOR THE PROFESSIONAL AND HIGHER CATEGORIES

Scale of pensionable remuneration

(For purposes of pension benefits and pension contributions)
(In United States dollars)

Effective 1 November 1999

	STEPS														
LEVEL	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
D-2.....	145 798	149 111	152 424	155 734	159 047	162 360									
D-1.....	129 131	131 779	134 426	137 069	139 717	142 497	145 334	148 171	151 004						
P-5.....	114 283	116 679	119 074	121 470	123 866	126 259	128 655	131 052	133 444	135 841	138 236	140 638	143 205		
P-4.....	94 487	96 825	99 159	101 493	103 832	106 166	108 502	110 839	113 174	115 509	117 843	120 185	122 518	124 853	127 191
P-3.....	78 640	80 648	82 656	84 660	86 670	88 676	90 682	92 692	94 793	96 989	99 182	101 377	103 571	105 764	107 961
P-2.....	64 516	66 315	68 108	69 904	71 698	73 494	75 289	77 081	78 880	80 674	82 468	84 265			
P-1.....	50 238	51 968	53 691	55 416	57 142	58 865	60 594	62 317	64 041	65 768					